

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER II (I)
SR-17 (15) – OAHU

Recruitment Number 14-059
Salary: See Recruitment Information

Opening Date: July 18, 2014

Closing Date: Continuous

RECRUITMENT INFORMATION

A continuous recruitment may close at any time. Positions are located in the Honolulu.

Salary: Level II (SR-17 - \$3,165 per month), **Level I** (SR-15 - \$2,926 per month)

DUTIES SUMMARY

Positions in this occupational field are involved in the conduct of inspections and investigations with respect to places of employment and machines, devices, apparatus and equipment for the purpose of insuring adequate protection to the life, safety and health of workers. These relate to establishments and construction activities as defined in law and regulations.

Level I serves in a trainee capacity, conducting low hazard, non-complex inspections.

Level II performs independent inspections involving workplaces with some degree of hazards but where operations are relatively uncomplex.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

General Experience: For levels I and II, one (1) year of work experience in an occupational safety and/or occupational health program which included industrial accident investigation, work site inspection for safety hazards, suggesting means for correcting safety hazards and preparing reports. Work must demonstrate possession of knowledge of occupational safety and/or occupational health principles and practices, safety inspectional and industrial accident investigational procedures, common occupational safety and/or occupational health hazards and measures which can be taken to correct them. Must demonstrate the ability to work well with others, recognize occupational safety and/or occupational health hazards and prepare written reports.

Specialized Experience: None for **Level I**, and for **Level II** one (1) year, work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards. Work must have involved conducting inspections of work sites and/or environment to insure that occupational safety and health laws, codes, rules, regulations and standards are complied with; identifying hazards and suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations. Work must also demonstrate the possession of knowledge of the Occupational Safety and Health Act and its codes and standards, the use of measuring and sample collection devices used in the enforcement of those codes and standards, the ability to enforce the codes and standards and prepare detailed narrative reports.

Non-Qualifying Experience: Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinate; or has incidental assignments to serve on safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health, e.g., traffic safety, nursing, etc., will not be considered qualifying for General or Specialized Experience.

SUBSTITUTIONS ALLOWED:

Substitution of Education for Experience:

- a. Successful completion of a two-year curriculum in Occupational Safety and Health at an accredited community college or other accredited institution which provided knowledge of industrial safety and/or industrial health principles and practices may be substituted for the General Experience Requirement.
- b. Successful completion of 12 credit hours of course work in occupational safety and health, which provided knowledge of industrial safety and/or industrial health principles and practices, from an accredited college or university in a program leading to a baccalaureate degree may be substituted for the General Experience Requirement.

Substitution of Specialize Experience for General Experience:

Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-for-year basis.

License Required:

Must possess a valid driver's license at the time of appointment.

Click to view complete [Class Specifications](#) and [Minimum Qualification Requirements](#)

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM

<http://labor.hawaii.gov/jobs/>

or

Department of Labor and Industrial Relations

Personnel Office

830 Punchbowl Street, Room 415

Honolulu, Hawaii 96813

(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm

Closed on State Observed Holidays

Submit completed Application and Supplemental Questionnaire to:

Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER II (I) SR-17 (15) Oahu

Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

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I acknowledge I have read and understand the above information.

Click to print application: [APPLICATION for Civil Service Positions](#) (Form HRD 315)

May we send your eligibility determination letter by email?

☐

YES

email address: _____

☐

NO

Prefer hard copy by mail.

Occupational Safety & Health Compliance Officer II (I) – Oahu, 14-059

Print Name

Signature

Date

An Equal Opportunity Employer

2. JOB LEVELS APPLYING FOR:

Indicate the level(s) for which you wish to be considered. (more than one may be selected)

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Occupational Safety & Health Compliance Officer I

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Occupational Safety & Health Compliance Officer II

3. GENERAL EXPERIENCE REQUIREMENT for BOTH LEVELS

Do you have at least one (1) year of work experience in an occupational safety and/or occupational health program which included industrial accident investigation, work site inspection for safety hazards, and suggesting means for correcting safety hazards and preparing written reports as described in the vacancy announcement?

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Yes

☐

No

If Yes, on a separate sheet, identify each experience you would like us to consider and provide the following information. All employers listed should also be listed on your application. Treat each change in employer or position separately.

- A. Name of employer, dates of employment, and your job title.
- B. Description of this employer, services provided and clientele served. Was this a federal or state office?
- C. What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "processed worksite," "investigated accidents," etc.
- D. Describe in detail how your work involved industrial accident investigation.
- E. Describe in detail how your work involved site inspection for safety hazards and suggesting means for correcting any safety hazards.
- F. Describe in detail your experience in preparing written reports.

4. SPECIALIZED EXPERIENCE REQUIREMENT for Level II

For **Level II**, do you have at least one (1) year of work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards as described in the vacancy announcement?

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Yes

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No

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Not applying for **Level II**

If Yes for level II, on a separate sheet, identify each experience you would like us to consider which clearly depicts your level of expertise in dealing with issues involving OSH requirements. All employers listed should also be listed on your application. Information for each employer should include:

- A. Name of employer, dates of employment, and your job title.
- B. Description of employer, services provided and clientele served. Was this a federal or state office?
- C. Describe in detail the exact nature of your involvement in dealing with implementation of occupational safety and health laws, codes, rules, regulations and standards.
- D. Describe in detail your experience in conducting inspections of worksites and/or environment.
 - What did you look for?
 - How did you determine compliance with OSH laws, codes, rules, regulations and standards?
 - What kinds of recommendations and/or corrective actions did you propose?
 - What types of investigations if any did you recommend/conduct?
 - Describe in detail the types of measuring and sample collection devices used in the enforcement of codes and standards?
- E. Describe experience in preparing detailed narrative reports.

5. SUBSTITUTION FOR EXPERIENCE

Are you substituting education for experience as described in the vacancy announcement?

☐ Yes

☐ No

If Yes, you must submit a copy of your official transcript.

6. LICENSE REQUIRED

I understand if appointed to the position, I must possess a valid driver's license at the time of the appointment.

_____ Please Initial to Acknowledge

7. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐ Yes

☐ No

If Yes, submit with your application.

8. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.

Please select from one of the statements below:

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Supporting documents are attached.

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Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.

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Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

9. How did you find out about this position? (optional)

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Department of Labor and Industrial Relations website

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HireNet Hawaii

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University website

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University of Hawaii

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Chaminade University

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Hawaii Pacific University

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Referred by a family, friend, acquaintance, etc.

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Other: _____